

MEMORANDUM

February 6, 2009

TO: Joseph Adler, Director, Office of Human Resources

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: **Performance Management: Employee Performance Evaluation**

The following items were identified for follow up during the February 6, 2009 CountyStat meeting:

1. Determine what percent of evaluated employees (MLS) were at the top of their pay scale in each category in FY08 (slide 13). Also, determine what portion of employees rated “successful” did not receive a service increment either.
Responsible party: Office of Human Resources (OHR)
Other parties involved: CountyStat
Deadline: February 27, 2009
2. Supplement the table of each department’s distribution with the number of rated employees included in the distribution (slides 17 and 18).
Responsible party: OHR
Other parties involved: CountyStat
Deadline: February 27, 2009
3. Determine what percentage of MLS employees received the maximum performance pay in each ratings category in FY08.
Responsible party: OHR
Other parties involved: CountyStat
Deadline: March 13, 2009
4. Calculate the average percent of performance pay awarded to MLS.
Responsible party: OHR
Other parties involved: CountyStat
Deadline: March 13, 2009
5. Provide a comprehensive explanation of the pay-for-performance system in Fairfax County, including the evaluation instrument, ratings scale, evaluation process, etc.
Responsible party: OHR
Other parties involved: CountyStat
Deadline: March 27, 2009
6. Evaluate the feasibility of implementing the following recommendations: capping the percent of employees awarded an exceptional rating; require calibration/justification for exceptional ratings; moving to an all pay-for-performance system for MLS and GSS employees; and simplifying the MLS pay-for-performance compensation policy.
Responsible party: OHR
Other parties involved: CountyStat
Deadline: April 10, 2009

7. Evaluate the options for connecting Departments' Performance Plans/ headline performance measures related to departmental productivity to the evaluation of individual employees.

Responsible party: CountyStat
Other parties involved: OHR
Deadline: April 10, 2009

8. Examine the policy options for implementing employee gains-sharing in the County.

Responsible party: OHR
Other parties involved: CountyStat
Deadline: April 24, 2009

cc: Timothy Firestine, Chief Administrative Officer
Fariba Kassiri, Assistant Chief Administrative Officer